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PL-3 DA-477

27 Feb 78

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : FY 78 Annual Personnel Plan - Advance Copy

1. As a follow-up to the discussions you had on 8 February 1978 with the Acting Deputy Director of Central Intelligence and myself on the subject of the personnel management system of the Agency, forwarded herewith are the individual Career Service (i.e. Directorate) Annual Personnel Plans (APP) for FY 78. The consolidation of the Agency report and the analysis of the material is now in process and will be forwarded on completion for your review.

2. The Annual Personnel Plan was instituted in 1973 as one result of the indepth study on new approaches to personnel management in the Agency. It is directed towards a more uniform and orderly approach to the development and management of Agency personnel assets. Together with the Personnel Development Program, it represents an effort to provide a common structured system for Heads of Career Services (Deputy Directors and Senior Operating Officials) to formally present their advance personnel management plans in major areas of employee resource responsibility.

3. The APP gives senior management a mechanism by which to monitor the personnel management plans of the Agency at all levels from Career Service Sub-groups (Offices or Divisions) to the organization as a whole. It is presented in a format which permits top management to review the plans, monitor patterns of progress towards their accomplishment and finally to evaluate the effectiveness of the implementation. It provides a manpower focus from which Operating Officials can better manage the relationships between their programs and projects and the personnel resources required to implement them.

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4. Management's planning decisions are presented in the APP in the form of statistical data and indicators by reporting the goals and achievements of the past year and the goals of the current fiscal year for the various areas of personnel management concern. Where applicable, PDP statistics are included. There are five sections to the report; On Duty Strength Statistics, Manpower Analysis, Training, EEO and Background Statistics. Most of the achievement data for the past year is provided by computer reports from the Office of Personnel.

F. W. M. Janney

Atts.  
As Stated

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## ROUTING AND RECORD SHEET

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The PDP package - analyzed and reanalyzed to a fare thee well - for a cold eye review. To save time, we didn't have it all typed.

The DDO submission is the only one which really posed problems for analysis. It's there but requires a major charting if one is to be able to recognize or project a relationship. ☐ found component numbers are not borne with by the overall statistical report.

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Chief, Review Staff, OP  
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JUN 1978

25 JUN 1978

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DD/P+C

6/26/78

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13. OP/Review Staff  
1006 Ames

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3. We are beginning to draft PDP new formats. Did anything come out of DDA review with DDCT which would affect the basic structure-- or would require special report form for DDA's PDP?

Checked with

my notes -  
all negative.  
We still have NFAC  
and E to go with  
DDCI. Suspect we  
may eliminate E  
from the exercise.



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## ROUTING AND RECORD SHEET

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Chief, Review Staff, OP  
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29 September 1978

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1006 Ames

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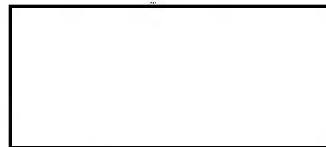
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5. Herewith for your review and approval (unless you want to discuss) the draft of the FY 79 PDP. There are a few changes noted in the covering memorandum . . . do you recall any aspects of the DDCI's review and comments not covered here?

The requirement to prepare Phase I of the APP prior to 1 October 1978 delayed the PDP which last year was done during the summer. We considered delaying it until the FY 78 APP EVALUATION was completed, but in view of the DDCI's interest, thought we best get it on track now. We'll send out the APP forms in early November for a end of the year report . . . it should be fairly easy this year not having to develop goals, just copy. With the split this year the program is an aberration anyway.



OK